

The Maryland Department of Housing and Community Development (DHCD) is hiring! With the creation of the federally funded Emergency Rental Assistance Program (ERAP), DHCD is looking to hire a team of mission-driven individuals to deploy rental and utility relief funding and services to households impacted by COVID-19. These positions will be time limited contractual positions of approximately 12 months to several years. In addition, those selected for these positions may have the flexibility of working virtually. The new team members will have the opportunity to work with and learn from a strong group of mission-driven and client-focused leaders and colleagues.

The Department is looking for candidates for the following positions:

One Program Manager/Assistant Director – Salary Commensurate with Experience (Grade 19) – This position will support the Senior Policy Officer for Homelessness Initiatives and the Director, Community Services Programs, in the implementation of all aspects of the Emergency Rental Assistance Program. This includes leading subordinate staff, reviewing grant agreements/amendments, ensuring compliance with federal and state requirements, oversight of reporting requirements, policy development, and other duties related to the implementation of ERAP.

Three Project Managers – Salary Commensurate with Experience (Grade 17) – The Department is looking to fill three Project Manager positions to manage a portfolio of five to six ERAP grantees and their respective subgrantees. This includes providing technical assistance, reviewing and approving payment requests, processing budget amendments, monitoring for program compliance, and tracking expenditure rates.

One Data Analyst – Salary Commensurate with Experience (Grade 16)– This position will be responsible for the collection, aggregation, analysis, and reporting of all data required by the US Treasury Department, the federal administrator of the ERAP program.

One Grants Manager – Salary Commensurate with Experience (Grade 15) – This position will be responsible for the transmittal of all requests for payments, grant agreements, and amendments through to the Division of Finance and Administration (DFA) This position will also track award amounts in relation to expenditures, reconcile accounts with DFA, prepare fiscal/financial data for submission to the US Treasury, and keep DHCD leadership aware of financial compliance issues.

Additionally, DHCD is looking to fill two positions under the CARES Act. These positions are funded at least through September 30, 2022.

One Housing Navigator – Salary Commensurate with Experience (Grade 17) – This position will provide training and technical advice to local rapid re-housing providers on best practices on moving individuals out of homelessness into permanent housing. This position will develop long-term tools and strategies and deliver training to CoCs and their front-line staff on best practices to identify appropriate housing, negotiate with landlords, develop outreach strategies to increase the number of participating properties, and reduce the barriers to housing for those who are experiencing homelessness.

One Fiscal Auditor – Salary Commensurate with Experience (Grade 17) – This position serves as a “forensic accountant” to ensure Departmental and sub-awardee compliance with complex federal OMB Uniform Guidance requirements related to federal funds specifically, CARES Act funding awarded through the Community Services Block Grants and Emergency Solutions Grants Programs. Position serves as the lead expert on assessing financial compliance for CARES Act funding for these Programs.

Position also ensures awardee compliance with State funding requirements. Establishes strategies for ensuring all funds are administered in compliance with federal and State requirements, including accounting and reporting requirements.

Salary levels offered will depend on work history and experience. Please note: These positions are contractual in nature and as such have limited benefits. Please send your resume, expression of interest identifying the position for which you are applying, indicate any salary requirements, and writing sample to: erap.dhcd@maryland.gov. These positions are open until filled.